

This guide has been developed to provide an overview of an account setup in the Kentucky Vendor Self Service (VSS) application. You should follow this guide if you have not registered or are unsure if you are a registered vendor with the Commonwealth of Kentucky. Click on “Register” to begin the registration process.

The screenshot shows the homepage of the Kentucky Vendor Self Service System. At the top, there is a navigation bar with links: [eProcurement](#), [Kentucky.gov](#), [Open Door](#), [One Stop Business](#), and [Kentucky Procurement Technical Assistance Center \(PTAC\)](#). The main header features the Kentucky logo and the text "Welcome to Kentucky's Vendor Self Service System". Below this, a welcome message states: "The Kentucky Vendor Self Service (VSS) system allows you, as a payee/vendor, to manage your own account information, view your financial transactions and much more." It also provides contact information for the Customer Resource Center (CRC) and the Help Desk hours. The page is divided into several sections: "Public Access" with links to "View Solicitations" and "View Catalog Items"; a login section with fields for "User ID" and "Password", a "Login" button, and a "Password Reset" link; "Announcements" with a link to "View All Announcements" and a blue box stating that announcements may post to a vendor's record or be shared with all vendors; "Contacts" with a link to "Procurement Contacts"; and "Forms" with a link to "Forms & Help Guides" and a PDF icon for the "VSS Registration Quick Start Guide". A callout box points to the "Register" button, which has links for "Create New Account", "Activate Vendor Account", and "Add Location to Existing Account". Another callout box points to the "Register" button and says: "Click here to begin your **Registration** process or **Activate** your account."

**Kentucky**  
UNDISCOVERED SPIRIT

[eProcurement](#) [Kentucky.gov](#) [Open Door](#) [One Stop Business](#) [Kentucky Procurement Technical Assistance Center \(PTAC\)](#)

## Welcome to Kentucky's Vendor Self Service System

The Kentucky Vendor Self Service (VSS) system allows you, as a payee/vendor, to manage your own account information, view your financial transactions and much more.

This site best viewed with Internet Explorer 8 and Firefox 3.5 or 3.6. If you need assistance, please contact the Customer Resource Center (CRC) by email at [Finance.CRCGroup@ky.gov](mailto:Finance.CRCGroup@ky.gov) or phone 502-564-9641 or toll-free 877-973-HELP (4357).

The Help Desk is open Monday through Friday from 8:00 a.m. until 4:30 p.m. EST.

[Help](#) [Contact Us](#)

**Public Access**

- View Solicitations
- View Catalog Items

User ID

Password

[Password Reset](#)

- Account Maintenance

**Announcements**

[View All Announcements](#)

Announcements may post to just your vendor record on your Account Summary tab or if there is a message that needs to be shared with ALL Vendors it will post to Kentucky's Vendor Self Service (VSS) home page.


**Contacts**

Click on link below to view the list of Procurement contacts.

[Procurement Contacts](#)

**Forms**

Click on a form below to either save it to your desktop or open it in Adobe.

 [VSS Registration Quick Start Guide](#)

[Forms & Help Guides](#)

**Register**

- Create New Account
- Activate Vendor Account
- Add Location to Existing Account

Click here to begin your **Registration** process or **Activate** your account.

This site best viewed with Internet Explorer 8, 9, or 10 or Firefox 3.5 or 3.6.

Please read the Registration Agreement. If you agree, click “Accept Terms”. If you do not agree, click “Reject Terms” and you will be returned to the Home page.

## Registration Agreement

You must accept the terms of this Registration Agreement in order to register as a vendor with VSS. If you choose not to accept these terms you will be returned to the HomePage for Guests.

By submitting this electronic vendor registration, you certify under penalties of perjury that the taxpayer identification number and legal name provided are accurate. You also certify that you are duly authorized by the Vendor to: (i) register the Vendor; (ii) file, on behalf of the Vendor, all of the information requested in this registration process; and (iii) enter into this Agreement on behalf of the Vendor. By submitting this electronic vendor registration, you hereby agree on behalf of the Vendor and for the benefit of each agency and public body that:

1. The Vendor shall use VSS vendor registration update functionality to update the Vendor's registration information whenever necessary to ensure that the registration information remains accurate and complete at all times.
2. The Vendor hereby warrants that the information provided by the Vendor through the VSS registration and VSS registration update functionality shall at all times be accurate, complete and current. The Vendor further warrants that each agency and public body shall be entitled at all times to rely conclusively on the currency, accuracy and completeness of the information the Vendor has provided through the VSS registration and VSS registration update functionality as of that date even if different information is or has been available to or received by agency or public body personnel through means other than the VSS registration and registration update functionality.
3. The Vendor agrees to use an electronic signature in order to facilitate electronic transactions with state government. The use of an electronic signature is stipulated under KRS 369.101-369.120. There is only one password code given out per vendor and it must be under the sole control of the person using it. This code is used to submit solicitation responses. It is the vendor's responsibility to safeguard the password codes to ensure that the person it is being given to has the authority to enter into a contract with the Commonwealth of Kentucky and/or to make changes to the vendor's record. The password code must not be shared amongst users. The vendor is hereby notified that any electronic solicitation responses or electronic requests to change the vendor's records are legally binding, if authorized using their password code.

This Agreement shall remain in effect for as long as the Vendor is registered as a VSS vendor. All rights are reserved to cancel the Vendor's registration at any time. In the event the Vendor's registration is cancelled, the Vendor shall remain bound to this Agreement in regard to completion of any contract, purchase order or other electronic procurement transaction that was made or administered in whole or in part using VSS.

Accept Terms

Reject Terms

If you Accept Terms you will be directed to the Registration Tips (collect this information to assist you with completing your registration). Click “Next” to Search for your Name or your Company Name.

## Registration Tips

Back Next

Already registered? Click [here](#) to login. Otherwise, click Next to continue.

Assemble the following information before continuing:

- Information on each location (first location entered will be considered the Headquarters)
- Tax ID Number
- Legal Business name
- DUNS Number (NOT REQUIRED)
  - A free number issued by Dun & Bradstreet for each business location
  - Call toll free at 888-814-1435 to obtain/verify your number
  - Indicate that you are doing business with a Government entity
- Contact Information (name, address, email, phone and fax)
  - Account Administrator (person responsible for your account)
  - Ordering
  - Payment
- Descriptions of your products and services (for example, commodity codes)

For Company Searches enter either your Federal Taxpayer Identification Number or your Company Name and then click **“Search”**. For Individuals enter your Last Name AND the Last 4 Digits of your Social Security Number and then click **“Search”**.

[Contact Us](#)

## Search for an Existing Account

Cancel Registration

Back

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

### ▼ Company Search

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number

OR

Legal Business Name

Search

OR

### ▼ Individual Search

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number.

Last Name

AND

Last 4 digits of SSN

Search

When entering your **Legal Business Name** or **Last Name** a wildcard (\*) will be placed before and after your entry. You may also add an asterisk between the Legal Business Name if you are unsure how it might be listed (example: \*Kentucky\*Proud\*)

For an **Individual Search** enter Last Name and the Last 4 digits of your Social Security Number.

Cancel Registration

Back

- If your account is already Registered and Activated, contact the Finance Customer Resource Center (CRC) by email at [Finance.CRCGroup@ky.gov](mailto:Finance.CRCGroup@ky.gov) or phone 502/564-9641 or toll-free 877-973-HELP (4357) to determine who you need to contact in your company to be able to access your account. If that person is no longer with your company, CRC will be able to assist you with updating your account.
- If your account is already Registered but not Activated, click “Click here to activate your account” and follow the steps to complete this process.
- If your account is already Registered but it is not your business location, click “Add Business Location” and follow the steps to complete this process.
- If your account is found but your registration is not complete, click “Click to continue registration” link to login and continue activating your account.
- If your account is not found, click the “New Registration” button to create a vendor code and account.
- For a New Registration you will create a User ID, Password and identify the Primary Account Administrator. Once you have completed the required fields click “Next”.

# My User Information

[Cancel Registration](#)[Back](#)[Next](#)

Create your user ID here. You will be assigned the role of Primary Account Administrator. Please see the Frequently Asked Questions for additional details about the Primary Account Administrator role.

## ▼ General Information

\*User ID (case sensitive):   
(User ID should be between 2 and 16 characters in length )

\*First Name :

\*Last Name :

\*Email :

\*Re-enter Email :

\*Phone :  Ext. :   
XXX-XXX-XXXX

Fax :   
XXX-XXX-XXXX

**YOU WILL NEED THIS INFORMATION TO  
LOGIN SO PLEASE KEEP THIS IN A SAFE AND  
SECURE PLACE. USER ID AND PASSWORD ARE  
CASE SENSITIVE.**

## ▼ Password

\*Password (case sensitive):  (Passwords should be between 2 and 16 characters in length )

\*Re-enter Password :

\*Security Question :  ▼

\*Security Answer (case sensitive):

\*Re-enter Security Answer :

You will be prompted to verify the email address that you entered on the previous page. Confirm that your email address is correct and then click the “Next” button to continue. A confirmation email will then be sent to this email address. Please make sure the security settings on your computer will not block this email. It will be from [Finance.CRCGroup@ky.gov](mailto:Finance.CRCGroup@ky.gov).

## Verify Email Address

To **continue** your VSS registration, we must verify your email address. When you receive the email we send you, follow the link provided or copy the link into your browser.

Make sure your own security setting will not block the receipt of this email. To prevent the email from being blocked, add the following address to your email contacts : [Finance.CRCGroup@ky.gov](mailto:Finance.CRCGroup@ky.gov)

An email will be sent to the following address :

An email will be sent to the email address that was used when setting up the User ID and Password. This individual will also be the Account Administrator.

### Additional Resources & Information:

As you complete each step and move to the next step, the system will check for errors.  
If there are errors:

- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.

Additional Help can be found in the Frequently Asked Questions (FAQs) located on the left hand navigation bar.

Cancel Registration

Back

Next

Review the information on the Thank You page and then click the “Close Browser” button to exit from the VSS application. You will receive an email from [Finance.CRCGroup@ky.gov](mailto:Finance.CRCGroup@ky.gov) to continue with your registration.

## Thank You!

**A verification email was sent to you.**

1. Open the email
2. Click the link provided in the email

### Cannot click the link in the email?

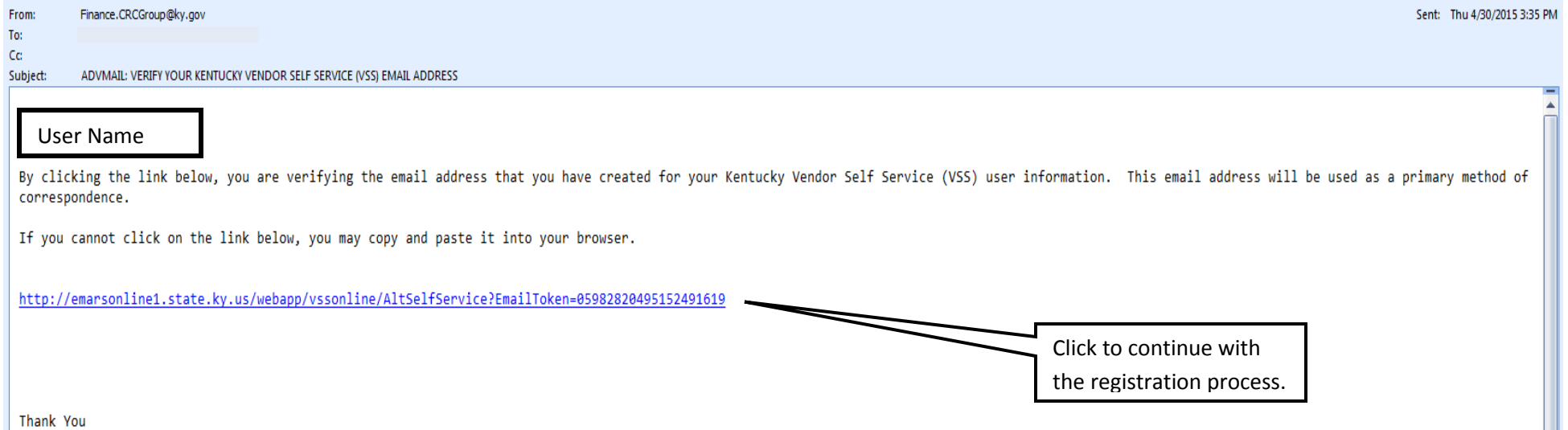
1. Copy the link from the email
2. Paste it into your browser

### Have not received a Verification Email?

1. Login to VSS as an Activated User using your User ID and Password
2. Correct your email address and click Next
3. Click Next again to verify your email address

Close Browser

Open your email and click on the link provided to continue with your registration. This link will only work 1 time. After that you will need to login from <https://emars.ky.gov/online/vss/AltSelfService>.



Login using the User ID and Password that you created initially (**User ID and Password are case sensitive**).

## Login

To continue registration, enter your User ID and Password.

User ID

Password

Start New Account Registration. You will be able to “Save and Close” at anytime and continue your registration at a later date. If you click “Cancel Registration” at any time throughout this process it will completely *cancel* your registration and you will have to start over from the beginning with My User Information.

**Step 1: Add Business Location.** When selecting the TIN Type and Classification **you must select** what you or your company uses when filing your taxes. When selections have been completed click “Next”.

#### Add Business Location - New Account Registration

Save and Close Cancel Registration Next

Please choose one of the following options to describe how you plan on doing business and select the Next button to continue.

##### ▼ TIN Type

☐ I will use a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) .

Please select one of the following : SSN ☐ ITIN ☐

☐ I will use my entity's Employee Identification Number (EIN).

☐ I do not have any of the above forms of Taxpayer identification.

If you will be using your Social Security Number you will need to select one of these

AND

##### ▼ Classification

I plan to do business using the following classifications. Please select only one.

- | Select                | Classification          |
|-----------------------|-------------------------|
| <input type="radio"/> | Individual              |
| <input type="radio"/> | Sole Proprietor         |
| <input type="radio"/> | Partnership             |
| <input type="radio"/> | Corporation             |
| <input type="radio"/> | Nonresident Alien       |
| <input type="radio"/> | Trust                   |
| <input type="radio"/> | Foreign Business Entity |
| <input type="radio"/> | State Government        |
| <input type="radio"/> | Other Government        |
| <input type="radio"/> | Other                   |
| <input type="radio"/> | Employee                |
| <input type="radio"/> | LLC filing as Partner   |
| <input type="radio"/> | LLC filing as Corp      |
| <input type="radio"/> | LLC filing as Sole Prop |
| <input type="radio"/> | Misc Individual         |
| <input type="radio"/> | Misc Corporation        |
| <input type="radio"/> | Misc Partnership        |

**Hint:** Use the Frequently Asked Questions to obtain a definition of the classifications.

**Step 2: My Business Information.** You must provide the Legal Name, Legal Address, a password that will be used if you will add additional locations at a later date, and your Taxpayer ID Number if applicable. We also ask that you enter the Location Name (your physical street address) and your Location Web Address if you have one. Click “Next” to continue.

**Step 2: My Business Information**

Save and Close

Cancel Registration

Back

Next

Please enter the general information below. Fields with a red asterisk (\*) indicate required fields. Some of the fields are populated with data gathered from the questions you previously answered. Please review all information carefully before proceeding. You must select the Save and Close prior to exiting. If you do not, you will have to re-enter all data again.

▼ **Location Verification**

This section will be used to establish a verification code that other locations within your company will be required to use when registering a new location for your company.

\*Verify My Locations by :

*The below fields are required only if you selected  
"Create My Own" above.*

Vendor Verification Based on :

Vendor Verification Password :

Confirm Verification Password :

▼ **Organization Information**

\*Organization Type :

\* A Change to this field will remove all data previously entered.

\*Classification :

Location Name :

Location Web Address :

Number of Employees :

Annual Income :

Foreign Tax ID :

W-8 Form :

Ordering DUNS :

*9 digits(No dashes)*

Internet Catalog :

*Please include Http:// or Https:*

Preferred Ordering Method :

Pcard Acceptance Level :

▼ **Legal Name Information**

\*Legal Name on W-9 :

Business Name (Alias/DBA) :

Name on Check :

▼ **1099 TIN Information**

Create Taxpayer ID Number :

Taxpayer ID Number :

Re-enter Taxpayer ID Number :

Taxpayer ID Number Type : EIN  
1099 Reportable : Yes

▼ **Legal (1099) Address Information**

\*Street 1 :

\*City :

\*State/ Province :

\*Zip/Postal Code :

▼ **Discount Information**

If appropriate, please enter any Discount Terms you offer for prompt payment of invoices.

Number of Days 1 :

Discount Percent 1 :

Number of Days 2 :

Discount Percent 2 :

Number of Days 3 :

Discount Percent 3 :

Number of Days 4 :

Discount Percent 4 :



**Step 2: continued** – Answer the questions below related to your Address and Contact Information. You can use the same address and contact for your Administrative, Ordering/Procurement, Payment, or \*Billing. Based on your answers you can enter different addresses or contacts for each address type. **\*Billing is optional and will only be used if you are paying the Commonwealth as a *Customer*.** A Customer is defined as someone that will be paying the Commonwealth; such as taxes or licenses.

[Add Business Location - Address Information Questionnaire](#)

Save and Close

Cancel Registration

Back

Next

Please enter the following information about your Administrative, Ordering, Payment, and Billing addresses.

▼ Legal Address Information

Address :

City :

State :

Zip/Postal Code :

▼ Address Questions

Should your legal address listed above be used for any other type of address (Administrative, Ordering, Payment or Billing)? :

☐ No

☐ Yes

Is your address information the same for Administrative, Ordering, Payment, and Billing addresses? :

☐ No

☐ Yes

Do you have the same contact for all address types (Administrative, Ordering, Payment, or Billing)? :

☐ No

☐ Yes

Save and Close

Cancel Registration

Back

Next

Once selections have been completed click “Next” to continue to Step 3.

**Step 3: Addresses and Contacts.** Enter your Phone number under Address Information. If you have selected to use Legal/Administrative address for all address types you will need to only enter the Contact Information (Principal Contact Name, phone, and email address).

**Step 3: Addresses and Contacts**

Save and Close

Cancel Registration

Back

Next

Based on the answers you provided on the previous page additional information may be required to capture address and contact details for each of your different address types. If you wish to enter the same address and contact combination for each type enter all of the required fields below related to your Administrative, Ordering, Payment, and Billing address and select the Next button to proceed. Please note that your Billing address information is optional. If you do have separate address and contact combinations for each address type you may go back to the previous page and change the answers you provided in order to fill out all the address and contact information on multiple pages.

☒ \*Administrative

☒ \*Ordering

☒ \*Payment

☒ Billing \*Entering a Billing Address is optional. Please uncheck this box prior to clicking 'Next' if you would prefer to enter a Billing Address at a later time.

If you are not a **Customer** you will want to uncheck this box.

▼ Address Information

\*Street 1 :

Street Address, P.O. Box, Company Name, etc.

Street 2 :

Street Address, P.O. Box, Company Name, etc.

\*City :

\*State/Province :

Zip/Postal Code :

Country :

County :

\*Phone :  Ext. :

Additional Address Info :

Division/Department :

▼ Contact Information

For the address type shown above, please enter a contact person.

\*Principal Contact :

Fax :

\*Phone :

Fax Extension :

Phone Extension :

Alternate Fax :

Alternate Phone :

Alternate Fax Extension :

Alternate Phone Extension :

Email :

English Spoken : ☒

Correspondence Type :

Click "Next" to continue to Step 4.

**Step 4: Business Information - Commodities** – please click the “Add” button and select all Commodities that apply to the Goods or Services that you or your company can provide. You can search by either Commodity Code or Commodity Description.

**\*\*As a courtesy the Commonwealth will send email notifications of bid opportunities that match the commodities that you have selected. The email will be sent to the contact for your Ordering/Procurement address and the Account Administrator if they are different. However, vendors are still encouraged to browse “Solicitations” to ensure that they are aware of all bid opportunities. You may find that you can provide the goods or services for a solicitation but are not currently registered for that particular commodity. At any time you can update your account profile to add more commodities.**

#### Step 4: Additional Business Information

[Save and Close](#)[Cancel Registration](#)[Back](#)[Next](#)

#### Commodities

Select the commodity codes/classes that describe goods and services that your organization provides. Your Procurement Contact will be notified by email of any bid opportunities that match your selections. Click the "Add" button to identify the appropriate commodities for your organization. This information is optional.

When Choosing your Commodity Code(s) once you have made your selections you must click “OK” not hit <enter> to add them to your vendor record.

### Choose

Select one or more commodity codes or classes that describes the goods and services that your organization provides by clicking the checkbox next to the commodities you want to add. To search for a specific commodity code, class, or, description, enter a valid value in the Commodity/Service code or Commodity Description search field and click the "Browse" link. Once your selection is made, click the "Ok" button to add the selected commodities to your organization. Click the "Cancel" button to cancel your changes and return to the Commodities page.

[Browse](#) [Clear](#)Commodity/Service Code : Commodity Description : 

You can use either an asterisk (\*) or the percentage (%) symbol as a wildcard in your search for the Code or Description.

<input type="checkbox"/>	<u>Commodity Description</u>	<u>Commodity/Service Code</u>
<input type="checkbox"/>	Surplus Tire and Tubes	99893
<input type="checkbox"/>	Waste Tire Removal	96299
<input type="checkbox"/>	Tire Shredding Services	96284
<input type="checkbox"/>	Retirement Benefit Plan Insurance	95380
<input type="checkbox"/>	Actuarial Services and Retirement Planning	94612
<input type="checkbox"/>	Tire and Tube Mounting, Repair and Retreading (Including Tir	92882
<input type="checkbox"/>	Recapped/Retreaded Tires (See Class 928 if Recapping/Retread	86365
<input type="checkbox"/>	Flaps and O-Rings, Tire	86342
<input type="checkbox"/>	Tires and Tubes, Industrial	86325
<input type="checkbox"/>	Tires and Tubes, Farm Tractor and Implement	86320

[First](#) [Prev](#) [Next](#) [Last](#)

**Step 4: Business Information - Business Types** – please click the “Add” button and select all Business Types that apply. *If you are unsure please select Regular.*

### Business Types

Click the "Add" button to identify the appropriate business types for your organization. Please add all that apply. This information is optional.

Add

Business Type ID    Certification Number    Certification Start Date    Certification End Date

When Choosing your Business Type(s) click “OK” once you have made your selection(s).

## Choose

Select one or more Business Types to associate to your organization by clicking the checkbox next to the commodities you want to add. To search for a specific Business Type, enter a valid business type in Business Type search field and click the "Browse" link, e.g. \*small\* will return results for small business, veteran owned small business. Once your Business type(s) have been selected, click the "Ok" button to add the selected records to the Business Types Enter/Update page where additional information can be entered for the selected business types. Click the "Cancel" button to cancel your changes and return to the Business Types page.

[Browse](#) [Clear](#)

Business Type :

#### Business Type

- ☐ Small Business
- ☐ 50 or less full-time employees
- ☐ ANNUAL AFFIDAVIT
- ☐ Disadvantaged Business/ DBE
- ☐ Handicap Business Ent/ HBE
- ☐ Minority Business Ent/ MBE
- ☐ Black or African American
- ☐ Native American
- ☐ Alaskan Native Heritage
- ☐ Asian

[First](#) [Prev](#) [Next](#) [Last](#)

Click “Next” which will take you to the Registration Summary.

Please verify your information. If you need to make changes you can click on “Update Information” in any area that you need to make the change and you will be taken to that page.

#### Registration Summary

[Save and Close](#)[Cancel Registration](#)[Back](#)[Submit Registration](#)[Print This Page](#)

The summary below is based on the information you entered. If changes are needed, please select the Update Information link. This will navigate you back to the appropriate screen for you to make your change.

##### ▼ Location Verification

Verify My Locations by :

Vendor Verification Based on :

[Update Information](#)

##### ▼ Organization Information

Organization Type :

Foreign Tax ID :

1099 Classification :

W-8 Form :

Location Name :

Ordering DUNS :

Location Web Address :

Internet Catalog :

Number of Employees :

Preferred Ordering Method :

Annual Income :

Pcard Acceptance Level :

[Update Information](#)

##### ▼ Legal Name Information

Legal Name

First Name :

Name on Check : Both

Business Name (Alias/ DBA)

Middle Name :

Name Control

Last Name :

[Update Information](#)

##### ▼ 1099 TIN Information

Taxpayer ID

Detailed TIN Type :

Number :

1099 Reportable : Yes

Taxpayer ID Number

Type :

[Update Information](#)

##### ▼ Legal (1099) Address Information

Street 1 :

State/Province : Kentucky

City :

Zip/Postal Code : 40601

[Update Information](#)

If all information is correct, click “Submit Registration” (**click only once**) and you will be taken to the final page.

If your registration is approved, you will use your Vendor Code on any bid submissions. When calling for assistance, the Customer Resource Center will also be able to look up your account by this code.

## Thank You!

Congratulations, you have completed the registration process. You may now login to Vendor Self-Service using the User ID and Password you just created.

Your Vendor Code is:

**Please use this code on bid submissions or when seeking assistance with your account**

*\*Please save your Vendor Code for future reference*

Password Reset

Print This Page

The following registration forms are available for you



[Download Substitute W-9 Certification Form](#)

Click the link above to print the Substitute W-9 Certification. You may want to print or save a copy of this document for your records.



[Vendor Registration Application](#)

A .pdf version of your registration application is available. You may want to print or save a copy of this document for your reference.

[SAS63 Authorization for Electronic Deposit of Vendor Payment](#)

If you would like to receive your payments by Electronic Fund Transfer (EFT) you may download the SAS63 Authorization for Electronic Deposit above and fax to the Finance Customer Resource Center at 502-564-5319.

If you would like to receive your payments by Electronic Fund Transfer (EFT) you may download this form and either email it to [Finance.CRCGroup@ky.gov](mailto:Finance.CRCGroup@ky.gov) or fax to (502)564-5319.

You may login to your VSS account to view and/or update your account information. Click [here](#) to login.

Thank you for registering to become a vendor with the Commonwealth of Kentucky. **Please be aware that this is only a registration process and does not add you to any type of pre-approved vendor list.**